

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: Wed., April 20, 2005

Division: BOCC

Bulk Item: Yes No XX

Department: Commissioner David Rice, District 4

Staff Contact Person: Tamara Lundstrom

AGENDA ITEM WORDING: Discussion and Board direction regarding establishing a working partnership with the City of Marathon, for the building of a new library facility to better serve the residents of the area.

ITEM BACKGROUND: The City of Marathon proposes to acquire the site, and is actively considering several possibilities. The County would seek funding for the construction of the building through possible State Public Library Construction grant funding as well as Capital Projects (Fund 304) funding.

The current Marathon Library has required extensive repairs in recent years for concrete spalling and roof leaks. Neither the building, nor its current site, is deemed suitable for an expansion of the facility.

Staff is seeking direction to make application for State Library Grant funds for this site as well as the proposed Stock Island site. Grant requirements include proof of ownership of the property, conceptual site and floor plans, a complete program, and a budget match of 50% of the project cost. Development of an Inter-local Agreement with the City will address the details of the partnership for construction of the library and provide documentation for the grant.

PREVIOUS RELEVANT BOCC ACTION: The BOCC authorized Capital Projects funds (Fund 304) for emergency exterior repairs to the Marathon Library building in FY2001 and FY2002 for a total of \$218,326.

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

Approval

TOTAL COST: TBD

BUDGETED: Yes No X

COST TO COUNTY:

SOURCE OF FUNDS: Grant funding

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:

David P. Rice
(David P. Rice, Commissioner)

DP Rice
TZ

DOCUMENTATION: Included XX Not Required

DISPOSITION:

AGENDA ITEM #

PUBLIC LIBRARY CONSTRUCTION GRANTS

The Public Library Construction Grant program provides state funding to governments for the construction of public libraries. This includes the construction of new buildings and the acquisition, expansion, or remodeling of existing buildings to be used for public library service. The maximum allowable grant is \$500,000 and the minimum allowable grant is \$10,000. The minimum allowable project size is 3,000 square feet. Funds are reimbursed to local government entities based on stages of project completion.

HOW IS THE PROGRAM FUNDED?

The Florida Legislature determines the amount appropriated annually for the program. In fiscal year 2000-2001, \$4,200,000 was appropriated for 14 projects; in 2001-2002, \$5,787,137 was appropriated for 15 projects; and in 2002-2003, \$5,380,337 was appropriated for 12 projects.

HOW IS THE PROGRAM ADMINISTERED?

The Public Library Construction Grant program is administered by the Florida Department of State, Division of Library and Information Services, Bureau of Library Development, State and Federal Grants Office. The program is authorized under Section 257.191, Florida Statutes. Rules for administration of the program are outlined in Section 1B-2.011, Florida Administrative Code, and in the Public Library Construction Grants. Please note the Proposed Legislative changes below- updated yesterday.

WHO IS ELIGIBLE?

Any eligible Florida governmental entity may apply for a Public Library Construction Grant. This includes county governments, incorporated municipalities, special districts, and special tax districts that establish or maintain a public library and provide free public library service.

HOW DOES THE APPLICATION PROCESS WORK?

- Announcements of the availability of applications are made through the Florida Administrative Weekly, in addition to letters sent to Florida public library administrative units in December. Tom: This is what was sticking in my mind about the research I did before.....I do not receive any information from the Florida Administrative Weekly and the Public Libraries receive the announcements directly in December. Application forms may be requested from the State and Federal Grants Office or may be obtained from the Division's web site:
<http://dlis.dos.state.fl.us/bld/grants/Construction/Construction.html>
- Completed applications are due to the Division April 1st.
- Applications are evaluated and ranked by Division staff using criteria referenced in the Florida Administrative Code. A 30-day correction period is provided for applicants to complete their application or to correct

deficiencies after staff have reviewed all applications. Eligible applications are included in the Division's Legislative Budget Request, which is submitted to the Secretary of State. Grant recipients are notified of their award in July, 15 months after submission of their application.

ARE THERE MATCHING REQUIREMENTS?

- A dollar-for-dollar match is required for all construction grants. This means that if an applicant is awarded a grant of \$500,000, the grantee must have a local match of at least \$500,000. The matching funds must be available and unencumbered at the time of the grant award.
- Eligible matching funds include cash, governmental appropriation, negotiable and nonnegotiable securities, bonds sold or validated, funds used for advance plans, estimates, or the cost of the land for the construction or acquisition of a building not already in use as a public library. For new construction, the current appraised fair market value of a currently owned site may be included as a part of the local matching portion. When planning remodeling and expansion projects, the current appraised fair market value of the site, building, or portion of a building not being used as a public library may be included towards the local matching portion. The appraisal shall be prepared by an independent licensed appraiser.
- All funds, including local matching and donated funds, must be administered by the grantee.

HOW MAY I USE PUBLIC LIBRARY CONSTRUCTION GRANT FUNDS?

- Payments are made to grant recipients on a reimbursement basis (30%-30%-30%-10%) for costs incurred during construction. The final payment of 10% is provided after submission of a financial audit.
- Funds provided under a Library Construction Grant may be used to cover costs of any of the items indicated below, as long as the construction project results in a completed library facility.
- Eligible uses of grant funds include architectural services; acquisition of land; new construction; expansion; remodeling; site preparation, including the provision of parking spaces; engineering costs and legal fees directly related to the construction of the library; and initial or fixed equipment, including information and building technologies, video and telecommunications equipment, machinery, utilities, built-in equipment and enclosures or structures necessary to house them, opening day collections, and all other items necessary to furnish and operate a new or improved facility for the provision of library services.

WHAT ARE THE REPORTING REQUIREMENTS?

- Grant payments are requested on a Public Library Construction Payment Request form.

- Each payment request requires the submission of specified documents related to the project. At the end of the project, a Project Closeout Report must be submitted that details project expenditures and results of the project. An audit must be submitted, along with the fourth payment request, before the project can be closed out.

I STILL HAVE QUESTIONS AND NEED TO KNOW MORE.

- Contact State and Federal Grants Office staff in the Bureau of Library Development:
Phone: (850) 245-6620 or SUNCOM 205-6620
Fax: (850) 488-2746
E-mail: mdeeney@dos.state.fl.us
Address: Division of Library and Information Services
R.A. Gray Building
500 S. Bronough Street
Tallahassee, Florida 32399-0250

Fund 304

One Cent Sales Tax Infrastructure										
				FY 00	FY 01	FY 01	FY 02	FY 03	FY 04	
	Cost	Project Code	Adopted Plan	Adopted Plan	Estimated Actual	Proposed Plan	Proposed Plan	Proposed Plan		Comments
Coco Plum Beach	304	25000	CC9806	40,000	39,914	1,000	0	0	0	Removal of Invasive Exotics and Restorative Playground Equipment Replacement and Misc. Park Development
Development/Improvement of Parks	304	25000	CC9808	20,000			20,000	20,000	20,000	
E. Martello Towers	304	25000	CC9809	280,000	268,272	268,272	0	0	0	Roof and Structural Support
Harry Harris Park Improvements	304	25000					150,000	150,000		
Higgs Beach	304	25000	CC9811	30,000	30,000	30,000	0	0	0	Master Plan
Islamorada Library Re-Roofing	304	25000	CC9812	46,000	0	0	0	0	0	Roof replacement
Marathon Library Emergency Repairs	304	25000	CC9824	55,000	108,326	20,000	90,000	0	0	Exterior repair
Marathon Community Park	304	25000	CC9814	1,930,000	2,009,000	1,571,812	600,000	0	0	Includes Land Purchase
Marathon Marina	304	25000	CC9817	100,000	0	0	0	0	0	Improvements
Key Largo Community Park (Mar)	304	25000	CC9815	318,000	0	0	0	0	0	An additional \$200,000 Impact Fees
Palm Villa	304	25000	CC9816	0	0	10,000	0	0	0	Playground Equipment
PK Elementary School	304	25000	CC9818	0	0	0	0	0	0	Ballfield Lighting
Settlers Park	304	25000	CC9901	0	50,000	50,000	0	0	0	Path
Sombrero/Swift Park	304	25000	CC9819	9,000	1,264	1,264	0	0	0	Fishing Pier Pavilion, Playground Equipment, \$45,000 in Grants
W. Martello Towers	304	25000	CC9820	0	25,000	5,000	60,000	0	0	Restroom, plus \$85,000 TDC
Willemmina L. Harvey Park	304	25000	CC9821	50,000	0	0	0	0	0	Sod, Irrigation, Fences, \$60,000 Impact Fees
Total Culture & Recreation cost center Total 25000				2,958,000	2,551,776	1,957,348	2,370,000	1,370,000	2,120,000	
OTHER (58x)										
Administrative Costs	304	22004		352,645	312,843	312,843	353,000	353,000	353,000	
Contingency	304	85532		1,737,674	2,600,000	0	2,600,000	0	0	
Cash Balance	304	85532		2,200,000	5,200,000	0	5,200,000	0	0	
Cost Allocation to General Fund	304	86502		75,000	98,000	194,000	194,000	194,000	194,000	
Jail Debt Service	304	86502		4,595,368	4,629,555	4,629,555	4,619,774	4,618,184	4,612,672	
Key West Airport Projects	304	86502		0	0	0	0	0	0	\$451,250
Transfer to Solid Waste	304	86502		0	0	0	0	0	0	
Transfer to Marathon Airport (Marathon FBO)	304	86502	CT9801	0	0	0	0	0	0	In lieu of rent payment from Public Works
Transfer to Marathon Marina Mgr (Fund 159)	304	86502		180,000	180,000	180,000	0	0	0	Operation of Marathon Marina @ \$14.5K/month
Total Other				9,140,687	13,020,398	5,316,398	12,966,774	5,165,184	5,159,672	
TOTAL APPROPRIATIONS										
				29,218,687	26,855,267	11,717,409	30,714,713	17,037,170	12,119,672	
EXCESS REVENUE TO BE CARRIED FORWARD										
				0	0	22,039,401	112,188	4,997,957	2,568,285	